



Internship – Summer 2018

POSITION TITLE: Events & Marketing Intern

NOTE: Internship is unpaid

This internship offers hands-on experience in assisting staff to serve ongoing member needs. The internship is focused on supporting the Deputy Director with program marketing, social media, business development and international trade regulations. Trade and market research will be required for developing new program/seminar ideas. The intern must be a self-starting individual, comfortable working independently. Interns enjoy complimentary access to all World Trade Center St. Louis (WTC) seminars, events and workshops to increase international understanding.

POSITION DESCRIPTION:

- ▶ **Conduct** market research for member companies and the development of educational programming under the direction of the Deputy Director, or other staff members. This will involve using in-house resources, databases, and outside sources.
- ▶ **Support** the marketing, planning and organizing of international trade educational programs, seminars and networking activities via social media, weekly newsletter and website.
- ▶ **Assist** with responses to develop cooperative programming. This might include generating company contact lists or assisting with setting up of business appointments regarding sponsorship or presenters.
- ▶ **Assist** with the maintenance of WTC databases to ensure information is current and accurate.
- ▶ **Perform** other duties as assigned, including assisting with programs and setting up conference rooms, assembling WTC folders, staffing registration tables, etc.

EXPECTATIONS:

- ▶ **Commitment** - Make a commitment of working 15 – 20 hours per week. Opportunities available for extended internship.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked. Statement of confidentiality must be signed.
- ▶ **Good Attendance** - Adhere to the schedule that is mutually agreed upon.

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